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ABSTRACT

This bibliography describes 52 materials available for use in cooperative education classes and career and guidance counseling. The materials include books, pamphlets, and brochures, films, curriculum guides, study guides, and workbooks. A few are suited for use with special needs students. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS). For each entry, information is provided on title, author, date published, sponsor, series (if any), availability, content, format, audience, and grade level. The areas of cooperative and career education covered in the bibliography include: career aptitude tests; communication skills; entrepreneurship; employability skills; job search methods; business mathematics; resumes; career choice; career development; and job interviews. (KC)

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a bibliography

Diversified Cooperative Training

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Tallahassee, Florida 32399

Diversified Cooperative Training

Florida Trader

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

September 1987

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Introduction

This bibliography is the result of an extensive computerized and manual search conducted by the Florida Educational Information Service (FEIS) in support of the Vocational Instructional Materials Acquisition System (VIMAS). Both projects are sponsored by the Florida Division of Vocational, Adult, and Community Education and are located in The Center for Instructional Development and Services at Florida State University.

When the Division identifies programs in particular need of competency-based instructional materials, VIMAS staff members request FEIS searches for existing materials and begin working with committees of expert teachers, supervisors, university teacher educators, and Division representatives.

Together, the committee members and VIMAS staff review the materials located by FEIS, select the best available, and recommend that the Division acquire or adapt the most suitable materials for delivery to vocational teachers and students. In addition, they indicate which of the materials would be of interest to teachers and should be included in the bibliography.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (904) 487-2054.

Notes for reading an entry. The **format** descriptions are standardized code words; for example, the codes *Study Guide/Workbook* and *Teacher Guide* will be used in the format listing, even though the publisher's terms for these materials may be *lab manual* and *instructor's manual*. Also included in the format are **page counts**, when known, and **prices**, which may have changed since this listing. The **grade level** appears only when materials are to be used by students.

TITLE: ***Career Aptitude Tests*** (1984)

AUTHOR: Klein, J. Ken; Unterman, Celia

AVAILABILITY: Arco Publishing
215 Park Avenue, S
New York, NY 10003
(212) 777-6300

CHARACTERISTICS: Record-keeping Suggestions; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Performance Tests; Practice Tests with Answers

CONTENT: Tests Measuring Verbal, Mechanical, Clerical, Visual, Perceptual, Spatial, Numerical, and Reasoning Aptitudes

FORMAT: Study Guide/Workbook, 299 pp., $9.95

AUDIENCE: Students; Teachers/Trainers; Teacher Educators

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

TITLE: ***Career Directions*** (1982)

AVAILABILITY: Systems Design Associates
723 Kanawha Boulevard, E
Charleston, WV 25301
(304) 344-8550

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Information Sheets; Performance Test; References

CONTENT: Matching Student Characteristics with Occupational Types

FORMAT: Computer Software, 1 disk, $60; User's Manual, free with order

*SYS REQ: Apple II, II + (48K) with Applesoft in ROM

AUDIENCE: Students; Teachers/Trainers; Counselors

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree); College Level

TITLE: ***Career Folder*** (1984)

AUTHOR: Helwig, Andrew A.

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Self-paced; Individualized; Record-keeping Suggestions

CONTENT: Question-and-Answer Folder with Ideas to Help Students Match Personal Goals/Values to Career Types

FORMAT: Folder, $22.50 a set of 20

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

TITLE: ***Careers of the Future*** (1985)

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; Hands-on Activities

CONTENT: Identifying Career Objectives; Developing a Plan for Obtaining Career Skills

FORMAT: Computer Software, 3 disks, $150; User's Manual, free with order

SYS REQ: Apple II, IIc, IIe (48K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Parents; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

SERIES: **Communication Skills for Succeeding in the World of Work** (1986)

AUTHOR: Geoffray, Alice

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Self-contained; Information Sheets; Instructional Management Guide; Hands-on Activities

CONTENT: Included in this series are 6 sound filmstrips with the following titles: ***Career Decision Making; Getting a Job; Listening on the Job; Speaking on the Job; Getting Along with People on the Job; Advancing on the Job***

FORMAT: Sound Filmstrips, 6; Study Guides/Workbooks; Teacher Guide; $72 a set

AUDIENCE: Students; Teachers/Trainers; Counselors; Parents; Teacher Educators

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree); College Level

TITLE: ***A Competency-based Unit of Instruction on Free Enterprise for Diversified Cooperative Training Students*** (1983)

AUTHOR: Greenwood, Jane

AVAILABILITY: Florida Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32399
(904) 488-0405

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Objectives; Performance Test; Practice Tests with Answers; Pretest; Posttest with Answers; References

CONTENT: Introduction to Elements of a Capitalist Economic System

FORMAT: Guide, 88 pp., $2

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; General Public; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***A Competency-based Unit of Instruction on Parliamentary Procedures for Diversified Cooperative Training Students*** (1983)

AUTHOR: Hobbs, Mona L.

*System Requirements

AVAILABILITY: Florida Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32399
(904) 488-0405

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Information Sheets; Instructional Management Guide; Objectives; Performance Test; Practice Tests with Answers; References

CONTENT: Rules and Procedures for Conducting a Group Meeting according to *Robert's Rules of Order*

FORMAT: Guide, 172 pp., $2

AUDIENCE: Students; Teachers/Trainers; Business People; Counselors; General Public; Noninstructional Staff; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Cooperative Occupational Education, Section C: Obtaining a Job** (1983)

TITLE: ***Completing Employment Forms***
Contacting an Employer
Employment Laws
Finding Job Opportunities
Introduction to Cooperative Occupational Education
The Job Interview
Job Safety
Learning about Occupations
Learning about Yourself
Managing Personal Relationships
Managing Time and Money
Matching Yourself to Suitable Occupations
Personal Safety
Progressing on the Job
Student Clubs
What Is Cooperative Occupational Education?
Why We Work
Writing a Letter of Application
Your Community and You
Your Employer, Your Co-workers, and You
Your Personal Life and the Law

AVAILABILITY: University of Missouri—Columbia
Instructional Materials Laboratory
10 Industrial Education Building
Columbia, MO 65211
(314) 882-2883
For microfiche copies of these documents, contact FEIS

CHARACTERISTICS: Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; References; Transparencies

CONTENT: The content of each of the 21 short units in this series is provided by its title. The titles are listed above.

FORMAT: Study Guides/Workbooks, 13–39 pp. each, $11.50 a set; Teacher Guides, 10–45 pp. each, $23 a set

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 6–9

SERIES: **Decisions: A Program for the Microcomputer** (1985)

TITLE: ***Planning Your Career***
You and Your Paycheck

AUTHOR: Snyder, Sarah; Drew, Marsha; Jesme, Kath

AVAILABILITY: EMC Publishing
Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Instructional Management Guide; Objectives; Performance Tests

CONTENT: Introduction to Occupational Possibilities; What Good Work Habits Are

FORMAT: Computer Software, 2 disks (10 disks in series), $34.95 each, $48.95 each (includes backup disk); Guide, free with order

SYS REQ: Apple IIc, IIe, II+ (48K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 6–10

NOTE: Other titles in this series are ***Comparison Shopping; Consumer Rights and Responsibilities; The Economy of the United States: Supply and Demand; How to Use Your Resources: Influence and Why We Buy; Making Decisions; Saving, Spending, or Borrowing Money.***

TITLE: ***Development of Professional Attitudes in Business and Industrial Societies*** (1980)

AVAILABILITY: Texas A&M University
Vocational Instructional Services
P.E. Box 182
College Station, TX 77843-2588
(409) 845-6601

CHARACTERISTICS: Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; References

CONTENT: Choosing a Career; Applying for, Getting, and Holding a Job; Personal Grooming and Good Manners; Managing Personal Affairs and Leadership through Understanding

FORMAT: Teacher Guide, 292 pp., $11.70; Text, 292 pp., $11.70

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12

SERIES: **Employability Skills**

TITLE: ***Applying for a Job*** (rev. ed., 1979–81)
Choosing an Occupation (rev. ed., 1984)
ESS for Success (rev. ed., 1984)
Good Work (rev. ed., 1987)
Job Changes (rev. ed., 1984)
Personal Finances (rev. ed., 1983–84)
Your Job Search (rev. ed., 1984)
Employability Skills Leader's Guide: In-service Workshop (rev. ed., 1985)

Employability Skills Participant's Guide: In-service Workshop (rev. ed., 1984)

A Guide to Employability Skills Materials (rev. ed., 1985)

AUTHOR: Kromhout, Ora M.

AVAILABILITY: Florida Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32399
(904) 488-0405

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Record-keeping Suggestions; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; Hands-on Activities; Practice Tests with Answers; Pretest; Posttest with Answers; References; Transparency Masters

CONTENT: Absenteeism; Applying for a Job; Banking Tips; Completing Job Applications; Dealing with Coworkers; Deciding to Change Jobs; Examining Self-interests; Finding Leads; Following Instructions; Interviewing; Job Interest; Learning about Jobs and Planning a Career; Making a Smooth Transition; Making Contacts; Shopping Habits; Taxes; Validating Reasons for Changing Jobs; Visiting Potential Job Sites

FORMAT: Modules/LAPs, 10–125 pp. each, $2 each; Teacher Guides, 47–56 pp. each, $1.10 each; $18.60 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

NOTE: ***Employability Skills, Spanish Series,*** which is a Spanish translation of the original English version, is also available at $13 a set.

TITLE: ***Entrepreneurship: The Art of Business Ownership in Free Enterprise*** (1983)

AUTHOR: Woodburn, Clint H.

AVAILABILITY: Texas A&M University
Vocational Instructional Services
F.E. Box 182
College Station, TX 77843-2588
(409) 845-6601

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Prerequisite Knowledge/Skills Required; Record-keeping Suggestions; Glossary; Illustrations/Graphics; Objectives; Performance Test

CONTENT: Management, Legal, Financial, and Marketing Information Needed for Owning and Operating a Small Business

FORMAT: Study Guide/Workbook, 100 pp., $4

AUDIENCE: Students; Teachers/Trainers; Business People; Counselors; Disadvantaged Persons; General Public; Professionals; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

SERIES: **Entrepreneurship Training Components**

TITLE: ***Module 1, Getting Down to Business: What's It All About?*** (1981)

AUTHOR: McFarlane, Carolyn

DEVELOPER: American Institutes for Research

AVAILABILITY: Florida Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32399
(904) 488-0405

CHARACTERISTICS: Self-contained; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test; Hands-on Activities; References

CONTENT: Entrepreneurship; Planning and Operating a Small Business; Choosing a Location; Financial Requirements; Keeping Records of Expenses, Income, and Supplies; Advertising and Selling

FORMAT: Module/LAP, 161 pp., $10; Teacher Guide, 51 pp., $3

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

SERIES: **Follett Success Skills** (1982)

TITLE: ***Changing a Job***

The Friends You Make

Holding a Job

The Language You Speak

The Letters You Write

Looking for a Job

The Money You Spend

The Person You Are

The Phone Calls You Make

Starting a Job

Training for a Job

Wanting a Job

AVAILABILITY: Cambridge Book Company
888 Seventh Avenue
New York, NY 10106
(212) 957-5300

CHARACTERISTICS: Self-contained; Glossary; Information Sheets; Instructional Management Guide; Performance Test; Practice Tests with Answers; References

CONTENT: Life-Skills Instruction for Poor Readers and Writers of English

FORMAT: Study Guides/Workbooks, 30–48 pp. each, $3.50 each; Teacher Guide, 96 pp., $3.50

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

TITLE: ***Free Enterprise in the United States*** (1980)

AUTHOR: Wyllie, Eugene D.; Warmke, Roman F.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Glossary; Objectives; Performance Tests; Hands-on Activities; Practice Tests with Answers

CONTENT: Economic Systems; Business in a Free-Enterprise Economy; Economic Growth and Fluctuations in a Free-Enterprise Economy; International and National Influences on Free

Enterprises; Money and Credit in a Free-Enterprise Economy; The Individual's Roles in a Free-Enterprise Economy

FORMAT: Study Guide/Workbook, 158 pp., $5.20; Teacher Guide, free with purchase of 5 or more texts; Test Booklet, 16 pp., $0.85; Text, 520 pp., $12.10

AUDIENCE: Students; Teachers/Trainers; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***Free Enterprise Today*** (1985)

AUTHOR: Petersen, H. Craig; Lewis, W. Cris

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-contained; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Practice Tests with Answers

CONTENT: Free Enterprise in the U.S. Economy; The U.S. Monetary System; Business and Labor in the U.S. Economy; Government and the Free-Enterprise System; The Relationship of the U.S. Economy to the World Economy

FORMAT: Study Guide/Workbook, 92 pp., $5.25; Teacher Guide, 117 pp., free; Text, 508 pp., $12.10

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***From School to Work: A Cooperative Education Book*** (1984)

AUTHOR: Littrell, J. J.

AVAILABILITY: Goodheart-Willcox Company
123 W. Taft Drive
South Holland, IL 60473
(800) 323-0440

CHARACTERISTICS: Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Hands-on Activities; Practice Tests with Answers

CONTENT: Skills Needed for Work; Career Planning; Job Hunting; Personal Financial Management; Job Satisfaction; Legal Matters; Leadership Skills

FORMAT: Study Guide/Workbook, 128 pp., $4; Teacher Guide, 80 pp., $6; Text, 320 pp., $17.60

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Getting a Job—Process Kit*** (2nd ed., 1987)

AUTHOR: Zedlitz, Robert

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Record-keeping Suggestions; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Practice Tests with Answers

CONTENT: Writing a Resume; Identifying Potential Employers; Preparing for a Job Interview; Leaving a Job Gracefully

FORMAT: Study Guide/Workbook, 39 pp., $4.15; Teacher Guide, 11 pp., free

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***Getting Along with People on the Job*** (1986)

AUTHOR: Geoffray, Alice

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Self-contained

CONTENT: Introduction to Communication Skills Needed on the Job

FORMAT: Audiocassettes, 4; Study Guide/Workbook; Teacher Guide, $72 a set

AUDIENCE: Students; Teachers/Trainers; Counselors; Employers; General Public; Parents; Professionals; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Introduction to Business: The Economy and You*** (1986)

AUTHOR: Daughtrey, Anne Scott; Ristau, Robert A.; Eggland, Steven A.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Glossary; Illustrations/Graphics; Instructional Management Guide; Objectives; Practice Tests with Answers

CONTENT: The American Economic System; The Use of Computers in Business and at Home; Consumer Education; Using Banking and Financial Services; Insurance Protection; Government and Labor in the U.S. Economic System

FORMAT: Study Guides/Workbooks, 147–169 pp. each, $4.65 each; Teacher Guides, free; Test Booklet, $1.25; Text, 625 pp., $14.50

AUDIENCE: Students; Teachers/Trainers; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Job Attitudes and Habits** (1980)

AVAILABILITY: Educational Design
47 W. 13th Street
New York, NY 10114
(800) 221-9372

CHARACTERISTICS: Self-contained; Illustrations/Graphics; Instructional Management Guide; Objectives

CONTENT: Included in this series are 5 sound filmstrips with the following titles: ***A New World: The Job World; You and Your Bosses; You and Your Co-workers; You and Your Job Attitudes; You and Your Job Habits.***

FORMAT: Sound Filmstrips; Teacher Guide; $135 a set

AUDIENCE: Students; Teachers/Trainers; Employers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Job Attitudes: Assessment and Improvement*** (1986)

SERIES: **Job Readiness**

AVAILABILITY: Microcomputer Educational Programs
157 S Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
(800) 421-4157

CHARACTERISTICS: Self-paced, Individualized, Self-contained, Information Sheets, Performance Test

CONTENT: Student Attitudes, Work Environment Situations, Modification of Student Attitudes Detrimental to Work

FORMAT: Computer Software, 1 disk, $54.95 (includes backup disk), Teacher Guide, free with order

SYS REQ: Apple IIc, IIe, II+ (48K)

AUDIENCE: Students, Teachers/Trainers, Counselors, Employers

GRADE LEVEL: Grades 9–12, Postsecondary (nondegree), College Level

NOTE: *Job Attitudes: Assessment and Improvement* is part of a four-program series. This bibliography also includes a second title from this series, ***Resumes Made Easy.*** The other two titles, ***Filling Out Job Applications*** and ***Successful Job Interviewing,*** were not considered appropriate for DCT.

TITLE: ***Job Related Instruction for Cooperative Part-time Training*** (1981)

AUTHOR: Hohhertz, Durwin

AVAILABILITY: East Texas State University
Secondary and Higher Education
Occupational Curriculum Laboratory
Commerce, TX 75428
(214) 886-5624

CHARACTERISTICS: Glossary, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities, Transparency Masters

CONTENT: Completing Job Applications and Interviews, Safety on the Job, Interpersonal Skills on the Job, Personal Finance, Quitting and Changing Jobs, Labor Unions, Free Enterprise

FORMAT: Study Guide/Workbook, 618 pp., $12, Teacher Guide, 616 pp., $17

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 11–12, Postsecondary (nondegree)

TITLE: ***Learning Basic Math and Business Math Using the Calculator*** (1985)

AUTHOR: Muncaster, Barbara F.; Prescott, Susan L.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Competency-based, Self-paced, Individualized, Self-contained, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities, Pretest, Posttest

CONTENT: Addition, Subtraction, Multiplication, Division, Fractions and Percents as They Apply to Business Operations

FORMAT: Teacher Guide, 336 pp., free, Test Booklet, $0.80, Text, 330 pp., $8.75

AUDIENCE: Students, Teachers/Trainers, Counselors, Teacher Educators

GRADE LEVEL: Grades 10–12, Postsecondary (nondegree)

TITLE: ***Managing Stress Before It Manages You*** (1983)

AVAILABILITY: Ohio State University
Instructional Materials Laboratory
842 W Goodale Boulevard
Columbus, OH 43212
(614) 221-4950

CHARACTERISTICS: Self-contained, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Hands-on Activities

CONTENT: Understanding What Stress Is and How to Manage It

FORMAT: Guide, 47 pp., $4.50

AUDIENCE: Students, Teachers/Trainers, Business People, Counselors, General Public, Government Officials, Noninstructional Staff, Professionals, Teacher Educators

GRADE LEVEL: Grades 10–12, Postsecondary (nondegree), College Level

TITLE: ***The Math in Your Insurance Policies*** (1980)

SERIES: **Lifeskill Mathematics I**

AUTHOR: Miller, Bert; Paine, Roswell; Treff, August; Hanson, Robert; Smith, Sheila

PUBLISHER: Media Materials

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Self-paced, Individualized, Self-contained, Instructional Management Guide, Hands-on Activities, Practice Tests with Answers

CONTENT: Social Security, Auto, House, Life, and Health Insurance, Calculating Various Insurance Costs (to develop math skills)

FORMAT: Computer Software, 1 disk, $39.95, Teacher Guide, free with order, Transparency Masters, 36, free with order, User's Manual, 36 pp., free with order

SYS REQ: Apple II Family (48K), TRS-80, Models 3, 4

AUDIENCE: Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators

GRADE LEVEL: Grades 7–12, Postsecondary (nondegree), College Level

TITLE: ***Math Skills for Banking Transactions*** (1983)

SERIES: **Lifeskill Mathematics II**

AUTHOR: Edwards, Paul; Treff, August; Jones, Wilmer

PUBLISHER: Media Materials

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Information Sheets, Performance Tests, Hands-on Activities, Practice Test with Answers

CONTENT: Maintaining Bank Accounts (to develop math skills)

FORMAT: Computer Software, 1 disk, $39.95; Teacher Guide, free with order; Transparency Masters, 36, free with order

SYS REQ: Apple II Family (48K); TRS-80, Models 3, 4

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; General Public; Teacher Educators

GRADE LEVEL: Grades 7–12

TITLE: ***Mean Jeans Manufacturing Company: A Business Company Simulation*** (1983)

AUTHOR: Boyer, Golda Naveau

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-paced; Individualized; Record-keeping Suggestions; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Hands-on Activities

CONTENT: Skills Needed to Operate a Small Business

FORMAT: Reference Material, 131 pp., $3.75; Study Guide/Workbook, 123 pp., $3.25; Teacher Guide, 110 pp., free

AUDIENCE: Students; Teachers/Trainers; Teacher Educators

GRADE LEVEL: Grades 7–12

TITLE: ***Methods and Materials for Teaching Occupational Survival Skills*** (1979)

AVAILABILITY: Western Illinois University
Curriculum Publications Clearinghouse
46 Horrabin Hall
Macomb, IL 61455
(309) 298-1917

CHARACTERISTICS: Self-contained; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; Hands-on Activities; References; Transparency Masters

CONTENT: Working in Organizations; Motivation for Work; Understanding Self; Interpersonal Relations; Effective Communication; Using Creativity at Work; Problem Solving; Authority and Responsibility; Leadership; Coping with Conflict; Coping with Change; Adapting and Planning for the Future

FORMAT: Modules/LAPs, 611 pp., $19.95

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***The Micro Art of Interviewing*** (1985)

PUBLISHER: Career Development Software

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Information Sheets; Instructional Management Guide; Objectives; Hands-on Activities; Practice Test with Answers

CONTENT: Developing a Resume; Interviewing Techniques

FORMAT: Computer Software, 3 disks, $150; Teacher Guide, free with order

SYS REQ: Apple II, IIc, IIe (48K); TRS-80, Models 3, 4 (48K); IBM PC (64K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Occupational Mathematics*** (1986)

AUTHOR: Gannon, Gerald E.; Daggett, Willard R.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-contained; Prerequisite Knowledge/Skills Required; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test; Hands-on Activities; Practice Tests with Answers; Pretest; Posttest

CONTENT: Mathematical Skills to Meet Professional and Personal Requirements

FORMAT: Study Guide/Workbook, 171 pp., $3.90; Teacher Guide 124 pp., free; Test Booklet, 26 pp., $0.80; Text, 463 pp., $11.20

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***Opening Doors: A Practical Guide for Job Hunting*** (1984)

AUTHOR: Goodman, Jane; Hoppin, Judith M.; Kent, Ronald H.

AVAILABILITY: Oakland University
School of Human and Educational Services
Continuum Center
Rochester, MI 48063
(313) 377-3360

CHARACTERISTICS: Information Sheets; Instructional Management Guide; Performance Test; Practice Test with Answers; References

CONTENT: Planning a Job-hunting Campaign; Communicating with Potential Employers; The Job Interview; Keeping Your Job; Planning Your Future Career

FORMAT: Study Guide/Workbook, 106 pp., $5; Teacher Guide, 90 pp., $5

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Orientation to Employment*** (8th ed., 1976)

AUTHOR: Jones, Ronald; Hudson, Jesse L.; Porter, Gean; Reed, Bill D.

AVAILABILITY: University of Missouri—Columbia
Instructional Materials Laboratory
10 Industrial Education Building
Columbia, MO 65211
(314) 882-2883

CHARACTERISTICS: Information Sheets; Instructional Management Guide; Practice Tests with Answers; References; Transparency Masters

CONTENT: The Cooperative Education Concept; Parliamentary Procedures; Choosing a Career; Employer-Employee Relations; Pay Withholding Explained; Labor and Management; Federal Income Tax

FORMAT: Study Guide/Workbook, 200 pp., $11.50; Teacher Guide, 360 pp., $10.65

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***Parliamentary Procedure*** (1978)

AVAILABILITY: Arkansas Department of Education
Division of Vocational and Technical Education
Media Implementation Center
7701½ Scott Hamilton Drive
Little Rock, AR 72209
(501) 371-1153

CHARACTERISTICS: Self-contained; Illustrations/Graphics

CONTENT: The History, Use, Purpose, and Basic Principles of Parliamentary Procedure; Seven Steps to Follow in a Business Meeting; Types of Motions and Order of Precedence; How to Present, Second, Debate, and Dispose of a Motion; Examples of Procedures in Real-World Settings

FORMAT: Audiocassettes, 3; 35mm Slides, 175; $86

AUDIENCE: Students; Teachers/Trainers; Business People; Counselors; General Public; Government Officials; Noninstructional Staff; Parents; Professionals; Teacher Educators

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree); College Level

TITLE: ***Personal Business Management*** (1986)

AUTHOR: Ryan, Joan S.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Record-keeping Suggestions; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; Pretest, Posttest with Answers

CONTENT: Career Decisions; Money Management; Economic Security; Credit Management; Electronic Information

FORMAT: Study Guide/Workbook, 153 pp., $3.95; Teacher Guide, 81 pp., free upon request; Test Booklet, 36 pp., $0.90; Text, 344 pp., $11.95

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Preparing a Resume and Writing a Letter of Application*** (rev. ed., 1985)

AUTHOR: Johnson, Diane E.; Hines, Donna

AVAILABILITY: East Texas State University
Secondary and Higher Education
Occupational Curriculum Laboratory
Commerce, TX 75428
(214) 886-5624

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Objectives; Hands-on Activities; Practice Test with Answers; References; Transparency Masters

CONTENT: Writing a Resume and a Letter of Application

FORMAT: Multimedia Kit (includes 55 35mm Slides with Audiocassette, Study Guide/Workbook, Teacher Guide, Test), $30

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Relocate for Better Jobs** (1984)

DEVELOPER: New Jersey State Department of Education
Division of Vocational Education and Career Preparation
Trenton, NJ

AVAILABILITY: ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 248386 from FEIS.

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Information Sheets; Practice; References

CONTENT: Decision-making Skills; Self-examination of Wants and Needs; Job Hunting at a Distance; Moving Information Needed for a Job Far from Present Location

FORMAT: Modules/LAPs, 126 pp., $11.10 paper, $0.60 microfiche

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Postsecondary (nondegree)

TITLE: ***Resumes Made Easy*** (1986)

SERIES: **Job Readiness**

AVAILABILITY: Microcomputer Educational Programs
157 S Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
(800) 421-4157

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Prerequisite Knowledge/Skills Required; Record-keeping Suggestions; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test; Hands-on Activities; References

CONTENT: The Usefulness of a Resume; Preparation of a Resume; What to Include in a Resume. Student's responses are stored; when the student has completed the lesson, a computer printer will type the finished resume.

FORMAT: Computer Software, 1 disk, $54.95 (includes backup disk); Teacher Guide, free with order

SYS REQ: Apple IIc, IIe, II+ (48K)

AUDIENCE: Students; Teachers/Trainers; Business People; Counselors; General Public; Noninstructional Staff; Parents; Professionals; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

NOTE: *Resumes Made Easy* is one of four titles in the series. This bibliography also includes a second title from this series, ***Job Attitudes: Assessment and Improvement.*** The other two titles, ***Filling Out Job Applications*** and ***Successful Job Interviewing,*** were not considered appropriate for DCT.

TITLE: ***The Right Resume Writer*** (1985)

PUBLISHER: Career Development Software

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Information Sheets; Instructional Management Guide; Objectives; Performance Test; Hands-on Activities; Practice Test with Answers

CONTENT: The Chronological Resume; The Skills Resume; The Professional Resume. When lessons are completed, the computer will print a copy of the student's completed resume.

FORMAT: Computer Software, 1 disk, $59; Teacher Guide, free with order

SYS REQ: Apple II, IIc, IIe (48K), TRS-80, Models 3, 4 (48K), IBM PC (64K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Solving Problems/Making Decisions*** (1983)

AUTHOR: Daggett, Willard R.; Marrazo, Martin J.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-contained; Objectives; Hands-on Activities; Practice Tests with Answers

CONTENT: Problem-solving and Decision-making Principles; Case Studies for Applying Problem-solving and Decision-making Skills

FORMAT: Teacher Guide, 48 pp., free with purchase of 5 or more texts; Text, 152 pp., $6.10

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***Steps to Success*** (rev. ed., 1980)

DEVELOPER: Memphis City School System
Memphis, TN

AVAILABILITY: ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 203039 from EFIS.

CHARACTERISTICS: Illustrations/Graphics; Information Sheets; Instructional Management Guide; Performance Tests; Checklists; Hands-on Activities; References

CONTENT: Self-analysis in Relation to Employment Opportunities; Selecting a Job; Legal Aspects of the World of Work; Building a Resume; Filling Out an Application; The Interview; Job Advancement; Personal Finance Management

FORMAT: Modules/LAPs, 143 pp., $11.10 paper, $0.60 microfiche

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Succeeding in the World of Work** (1983–86)

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Self-contained; Illustrations/Graphics

CONTENT: The textbook covers the following topics: Planning Your Future; Entering the World of Work; Developing Your Skills and Understanding; Becoming a Wise Consumer; Meeting Your Adult Responsibilities. Included in this series are 12 sound filmstrips with the following titles: ***Introduction to the World of Work; Locating and Applying for a Job; You, Your Employer, and Your Co-workers; Work, Where Do You Fit In?; Researching Careers; Human Relationships on the Job; Your Progress on the Job; Work and Safety; Spending What You Earn; The Wise Consumer; Insurance for the Wage Earner; Your Role as an Adult Worker.***

FORMAT: Career Interest Survey, $12; Sound Filmstrips, 12, $45 a set; Study Guide/Workbook, 288 pp., $6.24; Teacher Guide, 544 pp., $22.20; Text, 416 pp., $18.95

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons

GRADE LEVEL: Grades 6–11

TITLE: ***Survival Skills for the Real World*** (1981)

AUTHOR: Smith, Marian

DEVELOPER: Oklahoma State Department of Education
Oklahoma City, OK

AVAILABILITY: ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 204616 from EFIS.

CHARACTERISTICS: Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Performance Tests; Checklists; References

CONTENT: Locating Available Jobs; Applying for a Job; Interviewing; Skills Employers Look For; Managing Personal Finances; Responsibilities of Car Ownership; Responsibilities as a Taxpayer

FORMAT: Teacher Guide, 182 pp., $14.80 paper, $0.60 microfiche

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 7–12

TITLE: ***There's a Career for You in Home Economics*** (1985)

AVAILABILITY: Microcomputer Educational Programs
157 S Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
(800) 421-4157

CHARACTERISTICS: Self-contained; Prerequisite Knowledge/Skills Required; Record-keeping Suggestions; Information Sheets; Instructional Management Guide; Performance Test; Hands-on Activities; Progress Chart

CONTENT: Information Regarding Occupations within the Home Economics Field; Matching of Student's Interests to Specific Occupations within the Home Economics Field

FORMAT: Computer Software, 1 disk, $62.50; Teacher Guide, free with order

SYS REQ: Apple IIc, IIe, II+

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

SERIES: **Vocational Resume Writing** (1986)

TITLE: ***Commercial Cooking***

AUTHOR: Palladino, Dolores

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Illustrations/Graphics; Information Sheets; Hands-on Activities

CONTENT: Writing Resumes and Letters of Application

FORMAT: Study Guide/Workbook, 48 pp., $2.85; Teacher Guide, 12 pp., $2.25

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

NOTE: The other four titles in this series are ***Automotive Mechanics, Building Construction, Child Care,*** and ***Office Occupations.***

TITLE: ***The Work Activities Inventory*** (1985)

PUBLISHER: Career Development Software

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Competency-based; Self-paced; Individualized; Self-contained; Prerequisite Knowledge/Skills Required; Record-keeping Suggestions; Instructional Management Guide; Objectives; Performance Test; Hands-on Activities; Progress Chart

CONTENT: Inventory of Student's Career and Lifestyle Needs; Matching Those Needs to a Job Data Base That Can Be Expanded

FORMAT: Computer Software, 4 disks, $150; Transparency Masters, 30, free with order; Teacher Guide, free with order

SYS REQ: Apple II, IIc, IIe (48K); TRS-80, Models 3, 4 (48K); IBM PC (64K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Employers; General Public; Noninstructional Staff; Parents; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***The Work Book: Getting the Job You Want*** (4th ed., 1987)

AUTHOR: Farr, J. Michael; Gaither, Richard; Pickrell, R. Michael

AVAILABILITY: Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CHARACTERISTICS: Record-keeping Suggestions; Information Sheets; Performance Tests; Hands-on Activities; Progress Chart

CONTENT: Employer Expectations; Applications; Telephone Contacts; The Interview; Resumes; Organizing Your Job Search

FORMAT: Study Guide/Workbook, 160 pp., $8.95

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Working** (1986)

TITLE: ***Exploring Job Options***
The Job Hunt
On the Job
On Your Own Money
Personal Money Manager

AUTHOR: Terwilliger, Kathryn

AVAILABILITY: EMC Publishing
Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Information Sheets; Instructional Management Guide; Performance Test; Hands-on Activities; Practice Tests with Answers

CONTENT: The content of each of the 5 programs in this series is provided by its title. The titles are listed above.

FORMAT: Computer Software, 5 disks (1 disk each program), $48.95 each disk (includes backup disk), $158 a set, $221 complete set (includes backup disks); User's Manual, 25 pp., free with order

SYS REQ: Apple IIc, IIe, II+ (48K); IBM PC (48K)

AUDIENCE: Students; Teachers/Trainers; Counselors; Disadvantaged Persons; Teacher Educators

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree); College Level

NOTE: These software programs are designed to accompany ***Working Today and Tomorrow,*** which is cited elsewhere in this bibliography.

TITLE: ***The Working Citizen*** (1983)

AUTHOR: Safford, Helen N.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-contained; Information Sheets; Instructional Management Guide; Objectives; Performance Tests; Hands-on Activities

CONTENT: The World of Work; Sources of Occupational Information; Getting a Job; Getting Along on the Job; Working for Success

FORMAT: Teacher Guide, 60 pp., free with purchase of 5 or more texts; Text, 170 pp., $6.10

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 8–12

TITLE: ***Working Today and Tomorrow*** (1987)

AUTHOR: Campbell, Richard; Thompson, Mary J.

AVAILABILITY: EMC Publishing
Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Glossary; Illustrations/Graphics; Objectives; Performance Tests; Hands-on Activities; Pretest, Posttest with Answers; References

CONTENT: The Changing Nature of Work; Self-examination; Making Decisions about Work; Entering the Work Force; You as a Worker; Business and Capitalist Systems; Using Your Resources; Making Financial Decisions

FORMAT: Computer Software, 5 disks (1 disk each program), $48.95 each disk (includes backup disk), $158 a set, $221 complete set (includes backup disks); Study Guide/Workbook, 174 pp., $4.95; Study Guide/Workbook Answer Key, free; Teacher Guide, 405 pp., $20; Test Booklet, 50 pp., $3.95; Test Booklet Answer Key, 6 pp., free; Text, 405 pp., $17.95

SYS REQ: Apple IIc, IIe, II+ (48K); IBM PC

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12

TITLE: ***You and Your Job Interview*** (1975)

AVAILABILITY: Guidance Associates
Communications Park
Box 3000
Mount Kisco, NY 10549-0900
(800) 431-1242

CHARACTERISTICS: Self-contained; Information Sheets

CONTENT: The Principles of Interviewing; Four Different Job Interview Situations

FORMAT: Sound Filmstrips, 2; Teacher Guide, 32 pp.; $109

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Your Future: Plans and Choices*** (1985)

AUTHOR: Daggett, Willard R.

AVAILABILITY: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CHARACTERISTICS: Self-contained; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test with Answers; Pretest, Posttest with Answers

CONTENT: Examination of One's Identity, Strengths, Weaknesses, Values, Wants, and Needs; Lifestyle Options; Personal Responsibility for the Future; Planning a Career

FORMAT: Study Guide/Workbook, 122 pp., $2.95; Teacher Guide, 67 pp., free; Test Booklet, $0.90; Text, 326 pp., $11.95

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Your Working Life: A Guide to Getting and Holding a Job*** (1980)

AUTHOR: Herr, Edwin L.; and others

AVAILABILITY: McGraw-Hill
Gregg Division
P.O. Box 996
Norcross, GA 30091
(404) 451-6099

CHARACTERISTICS: Self-paced; Individualized; Self-contained; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Tests with Answers; Hands-on Activities

CONTENT: Knowing Yourself; Making Decisions Work; Schools and Careers; Getting the Job; Communication at Work; Working at Human Relations; Growing on the Job

FORMAT: Study Guide/Workbook, 174 pp., $6.84; Teacher Guide, 97 pp., free with purchase of 5 or more texts; Text, 454 pp., $14.43

AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

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